

**Department of Transportation
Bureau of Maintenance and Operations
Direct Hire
JOB OPPORTUNITY**

DIVISION: #7 Dixfield

DATE POSTED: 04/30/03

JOB LOCATION: Division Wide

BULLETIN NO.: 7-19-03

CREW: All Division #7 Crews

DATE CLOSED: Continuous

JOB CLASSIFICATION: 13 Project Highway Laborers (summer seasonal)

Wage Information: Value of State-Paid Health and Dental Insurance: \$265.37 biweekly

Value of State's share of employee's retirement: 14.75% of pay

Salary: Range 43 \$9.03 to \$11.62 per hour

JOB SUMMERY: This is maintenance work at a laboring level in general highway maintenance and construction, equipment upkeep, minor building and grounds maintenance. Shovels, rakes, sweeps and digs in order to provide laboring to a maintenance and /or construction project. Guides flow of traffic through construction / maintenance areas on the State highway system using flags, paddles, hand signals, 2-way radio and standard operating procedures in order to provide a safe environment for workers and motorists.

REQUIRED KNOWLEDGE AND ABILITIES:

- ...Knowledge of hand and power tool operation.
- ...Ability to follow safety procedures.
- ...Ability to operate a hand held 2-way radio.
- ...Ability to work with other employees.
- ...Ability to perform physical tasks.
- ...Ability to perform preventive maintenance on equipment.
- ...Ability to operate small gas engines.
- ...Ability to understand and follow simple oral instructions.

MINIMUM QUALIFICATIONS: Possession of the above knowledge and abilities and be at least 18 years of age. Must have a valid Class C State of Maine Motor Vehicle License

NECESSARY SPECIAL REQUIREMENTS: Must be capable of passing a State paid physical examination. Must provide own transportation between residence and headquarters. Employees in this class as a condition of employment, while in work status must provide & wear safety boots which meets the ANSI standard & which are at least six (6) inches in height. These must be worn the first day on the job.

SELECTION PROCESS: Selection will be made on the basis of experience, past records, and performance at an interview. Applications will be screened in order to select candidates for an interview.

APPLICATION PROCESS: Each applicant, (including employees interested in a transfer), must complete the Direct Hire application form Per 3 and the MDOT supplement form Pr 6. **These forms must be sent or hand carried by the closing date listed above to Norman C. Haggan, Division Engineer, Department of Transportation, Division #7, P.O. Box 817, Dixfield, Maine 04224-0817.**

Please put bulletin number on top of application.

cc: DOT Personnel, Traffic Engineering, Office of Equal Opportunity, all Division Offices, Motor Transport, Bridge, all Managers and Crew Supervisors in Div. #7.

M.D.O.T. is an Affirmative Action Equal Opportunity employer.